#### Didja Know?

Are you on Travel Orders over 45 days?



 Did you know that you can schedule a partial payment to take care of that CitiBank card?

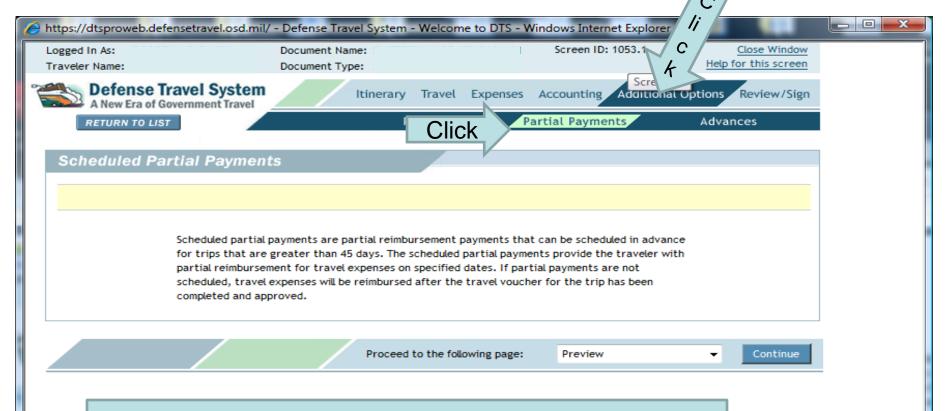


 If you choose to set up a Scheduled Partial Payment (SPP), you should do this when you *create* your Authorization.



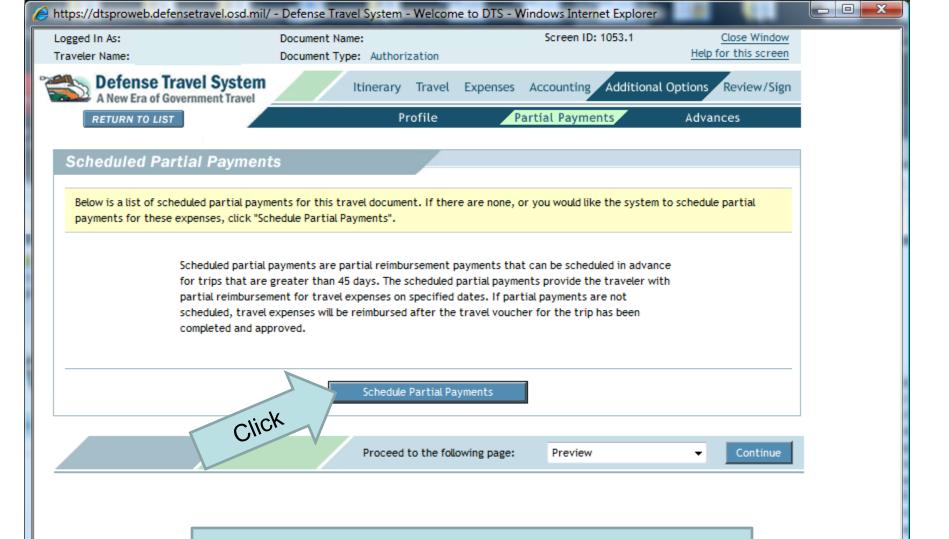
 Take a look at the following slides and you will see what you need to do to set up the Scheduled Partial Payment.



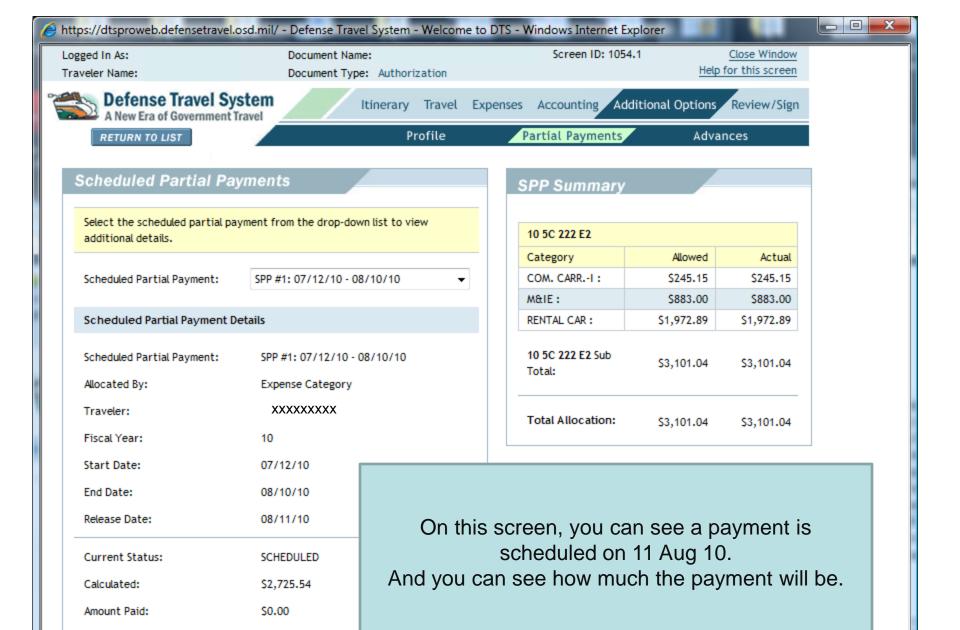


Once you have all your non-mileage and mileage expenses loaded in DTS, you are ready to create the Scheduled Partial Payment.

Click "Additional Options". Then "Partial Payments".



Read the Statement above, then CLICK to proceed.



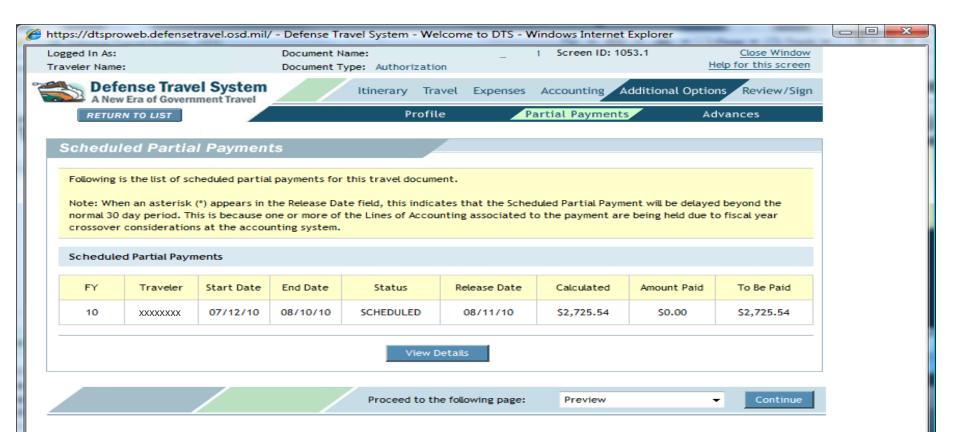
Proceed to the following page:

To Be Paid:

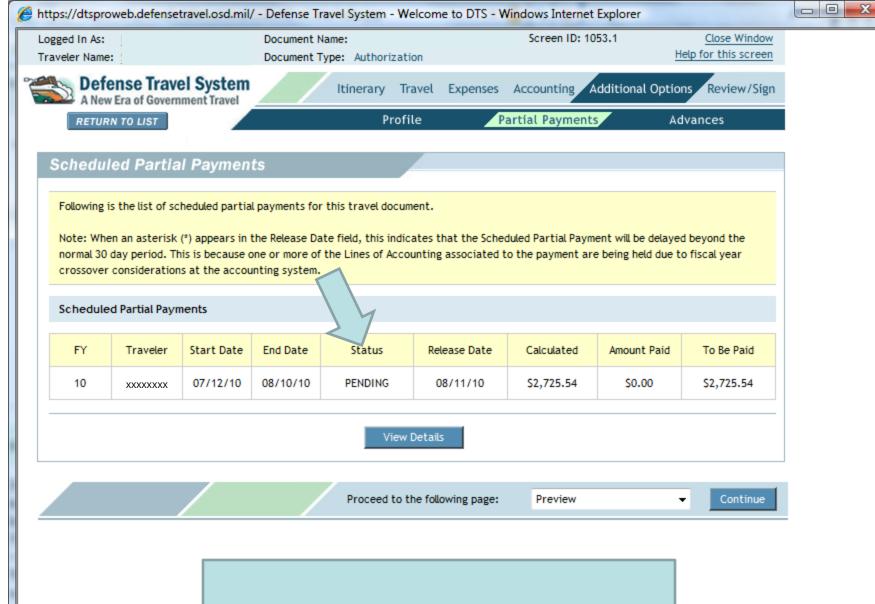
\$2,725.54

Preview

Continue



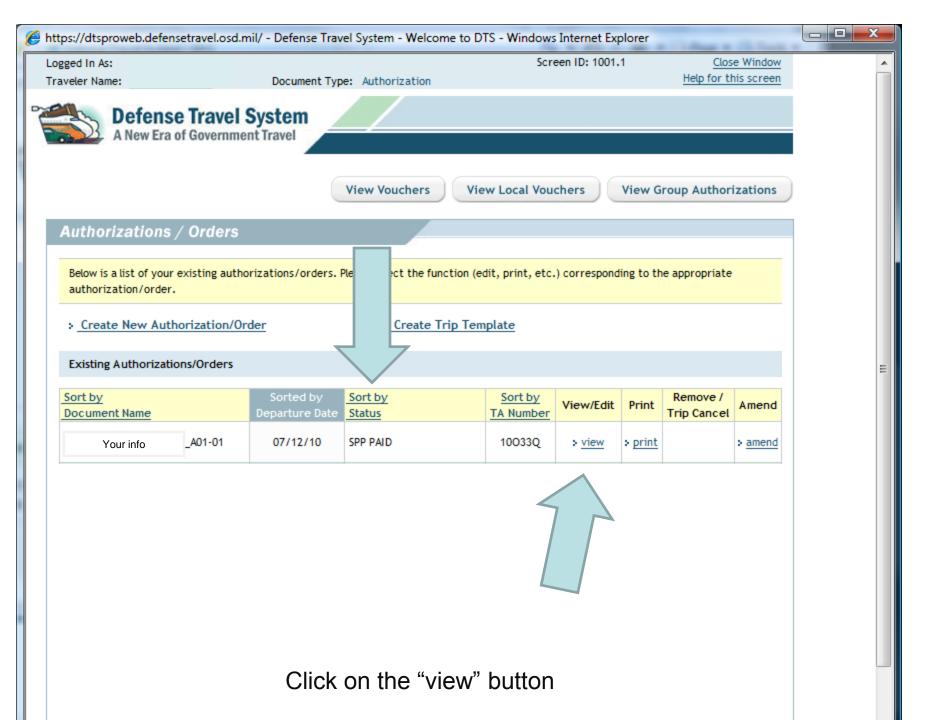
Later you can look at your Authorization and see that the Partial Payment is scheduled.

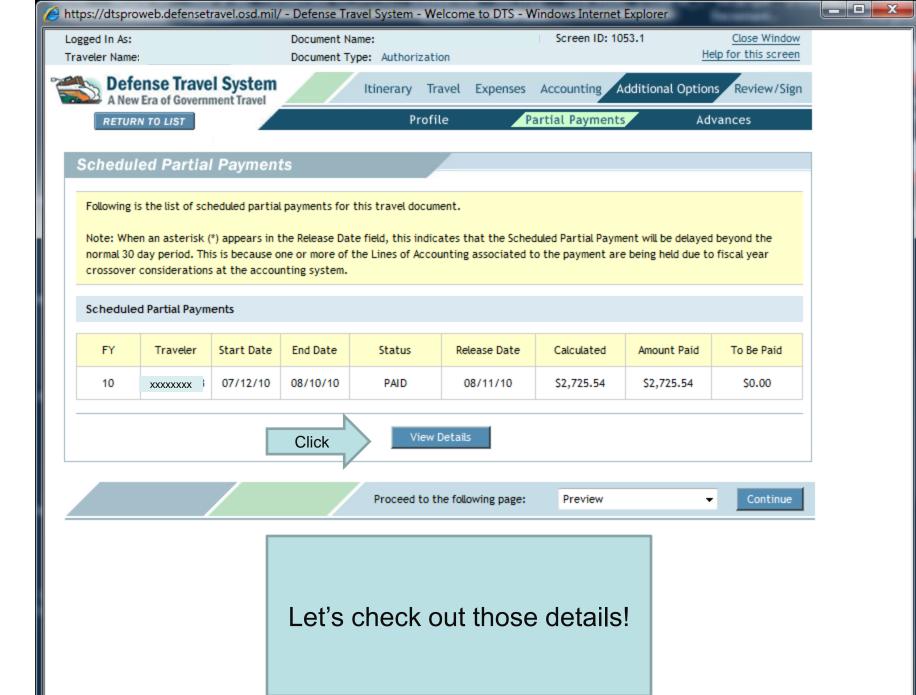


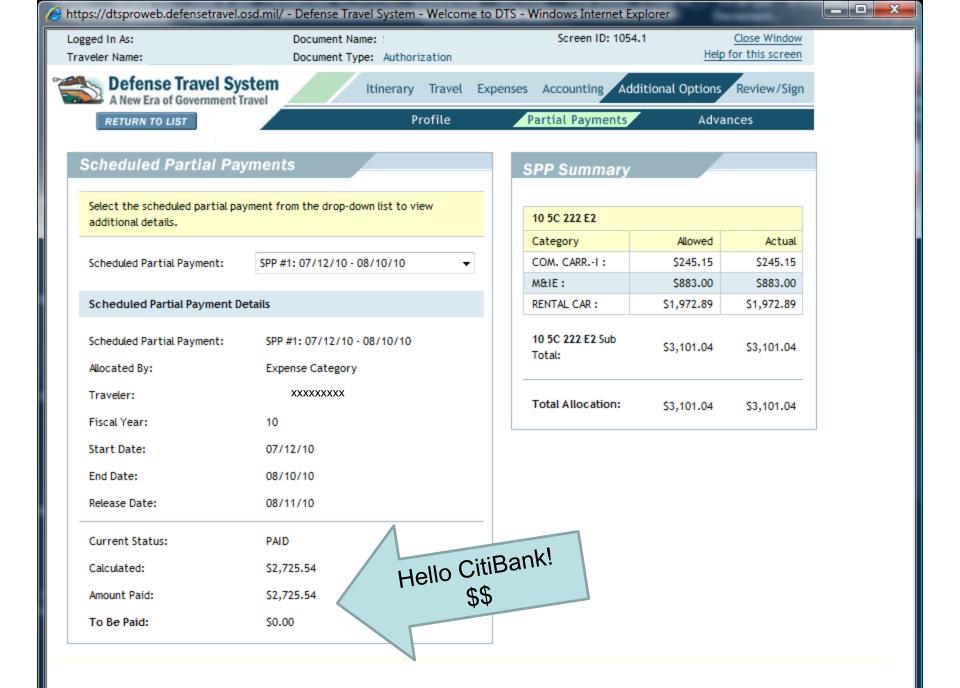
This screen shot was taken the morning the SPP is to be release.



 On the next screen, you can check to verify that the Scheduled Partial Payment was processed.









And now you are ready to pack your bags and not worry about a payment while you are TDY!